

CITY OF BURBANK

STOREKEEPER

DEFINITION

Under general supervision, to order, stock, issue and maintain record of materials, supplies, and equipment; and to do related work as required.

ESSENTIAL FUNCTIONS

Assist a Warehouse Supervisor in the operation of a warehouse by receiving, storing, and issuing materials, supplies, and equipment; maintains necessary records for current and periodic inventories; checks stock levels and prepares reports; adjusts standard equipment to meet special needs; assists in keeping related cost allocations and preparing budget estimates of supplies needed; prepares or checks requisitions for the purchase of supplies for the department; prepares reports of materials received; maintains records of charge-out slips for stock tools and equipment; maintains record of stock locations and requisitions filled and unfilled; maintains the stockroom and yard in neat and orderly condition; may supervise storeroom workers; arranges layout of storeroom; prepares periodic and special reports as directed; operates a forklift; operates a personal computer and other office equipment; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - storeroom practices in stock record systems; stockpiling arrangements and plans; inventory controls and minimum record systems.
- Skill in - determining maximum space and storage utilization requirements; the use of common hand tools.
- Ability to - maintain inventory; organize and reorganize a large storeroom; estimate future supply requirements; plan, layout, and supervise the work of others; operate a personal computer and other office equipment; keep and supervise the keeping of accurate records; exercise control over stores issued; write statistical and narrative reports as needed; assist in the physical handling of materials and equipment; maintain storage area; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years of recent experience in receiving, storing, issuing, and inventorying supplies, equipment and property.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.